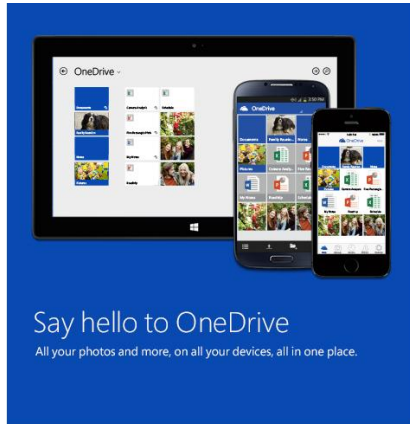




Microsoft OneDrive: Store, edit, and create documents

Visit the webpage **onedrive.live.com**



Microsoft account What's this?

Someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?

Sign in with a single-use code

Don't have a Microsoft account? Sign up now

Log in with your Microsoft account (Hotmail or Live email accounts)

You can create an account if you don't have one yet.

Upload files from your computer to the webpage

Note: Options on the page are task specific, menus at the top will change depending on what you are doing at the time.

1. Click **Upload** to start

2. Click **Files**

3. Browse your computer and select the files or folders and click **Open**

Download files from the webpage to your computer

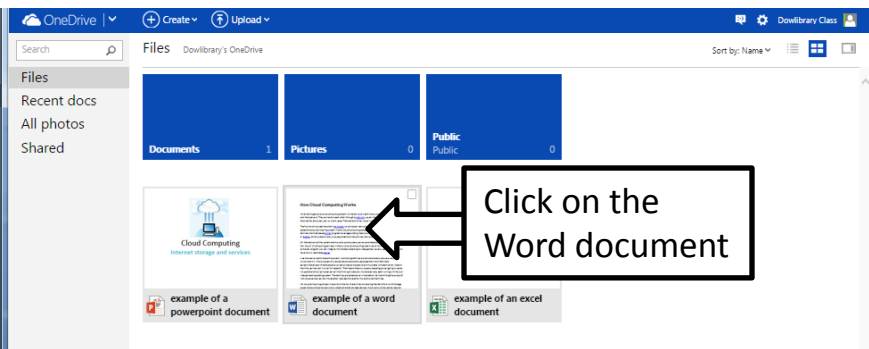
2. Click **Download**

1. Hover mouse over item and check box in the corner

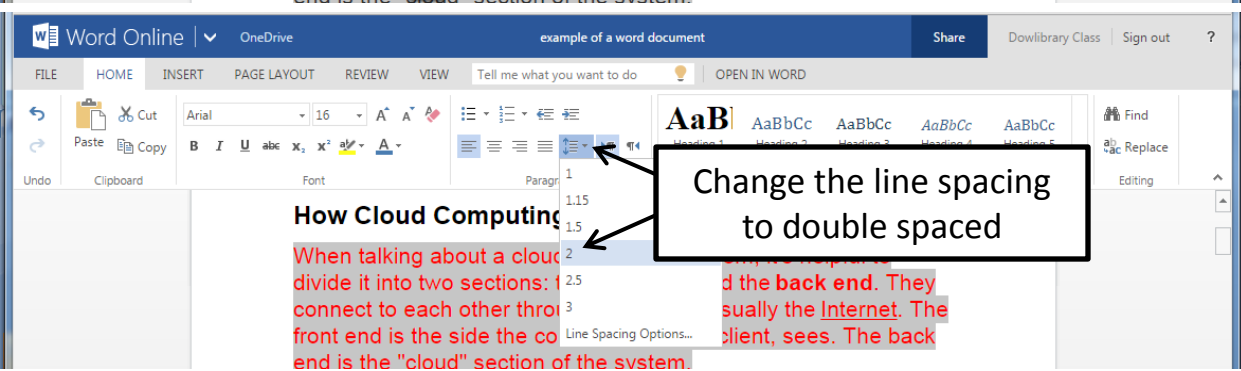
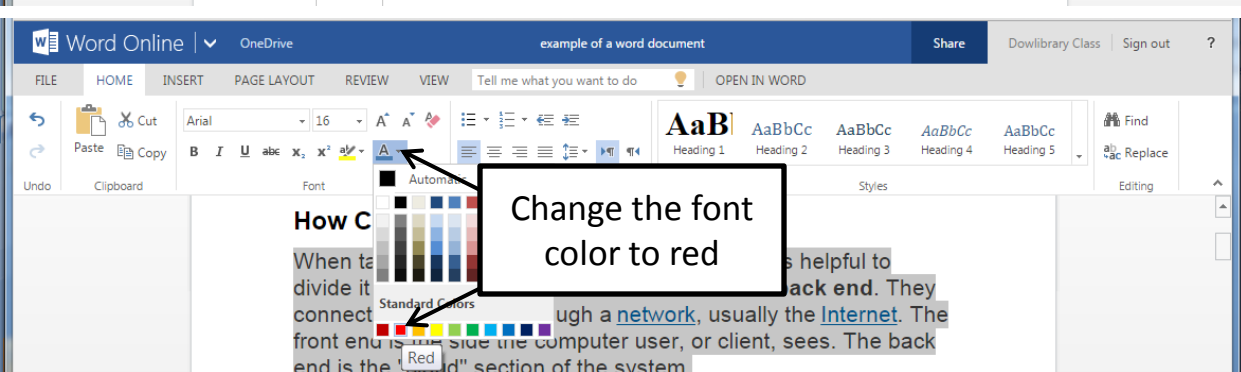
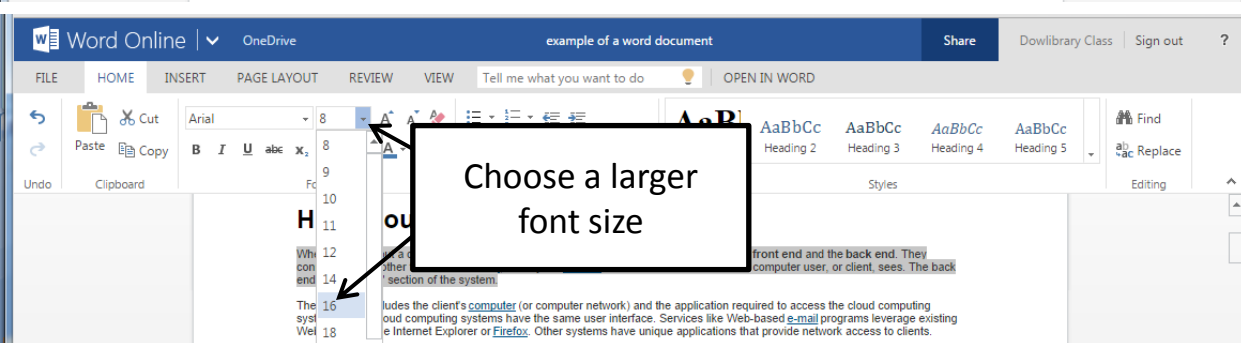
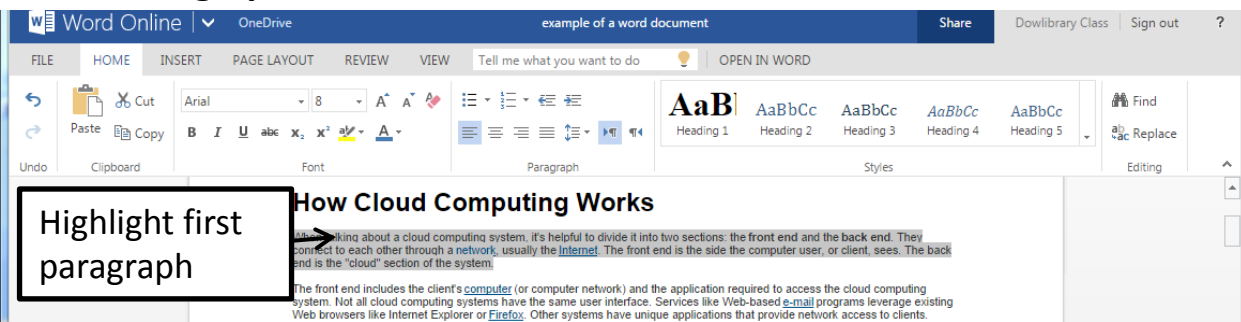
3. Look for downloaded file on your computer



Microsoft Word Online



Formatting options



Insert a table

The first screenshot shows the Word Online interface with the text "How Cloud Computing Works" and a red annotation: "When talking about a cloud computing system, it's helpful to divide it into two sections: the front end and the back end. They". A black box with the text "Click where you want to put the table" has an arrow pointing to the text.

The second screenshot shows the "INSERT" tab selected in the ribbon. A black box with the text "Click Insert" has an arrow pointing to the "Insert" button. Another black box with the text "Click Table" has an arrow pointing to the "Table" button in the "Tables" group.

The third screenshot shows the "Table" dropdown menu open, displaying a grid of table sizes. A black box with the text "Choose how many cells you want for the table" has an arrow pointing to the "3x2 Table" option.

The fourth screenshot shows the "TABLE TOOLS" ribbon with the "LAYOUT" tab selected. A black box with the text "When working in the table you can see additional options just for the table" has an arrow pointing to the "LAYOUT" tab.

Change the Margins

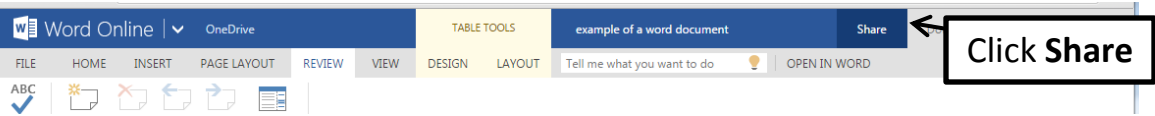
The screenshot shows the "PAGE LAYOUT" tab selected in the ribbon. A black box with the text "Click Page Layout" has an arrow pointing to the "Page Layout" tab. Another black box with the text "Click Margins" has an arrow pointing to the "Margins" button in the "Page Setup" group.

The "Margins" dropdown menu is open, showing four options: "Normal", "Narrow", "Moderate", and "Wide". A black box with the text "Narrow: you can fit more content on your page" has an arrow pointing to the "Narrow" option.

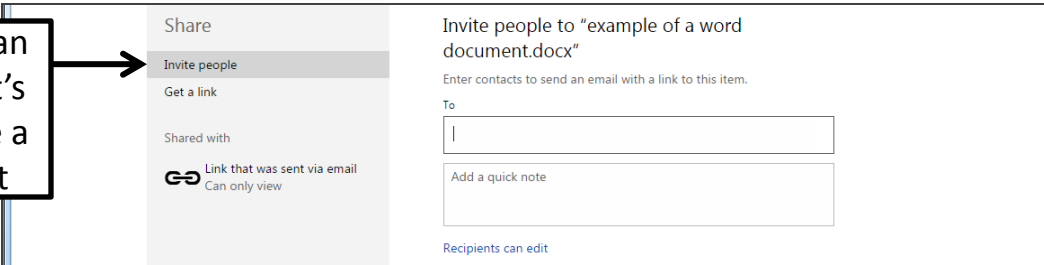
Spell Check

The screenshot shows the "REVIEW" tab selected in the ribbon. A black box with the text "Click Review" has an arrow pointing to the "Review" tab. Another black box with the text "Spell Check" has an arrow pointing to the "Spelling" button in the "Proofing" group.

Share the Document



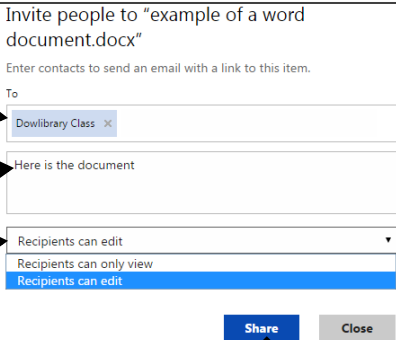
Invite People – send an email using Microsoft’s email service to share a link to the document



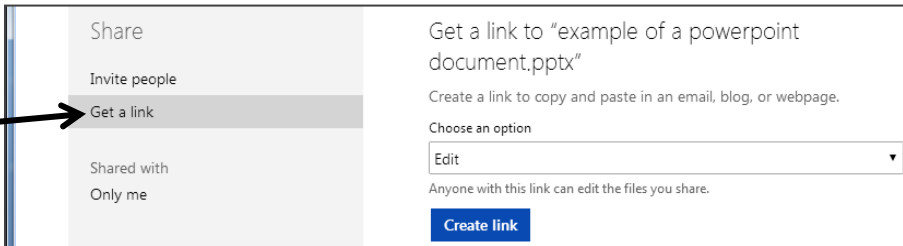
Enter the email of the person you want to invite

Write a message

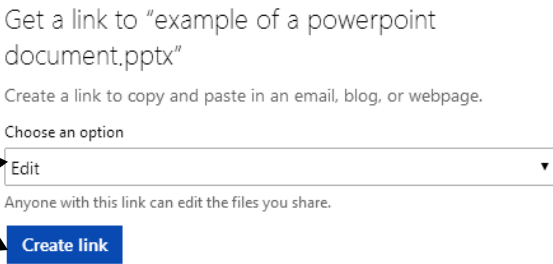
Choose if you want others to alter the document



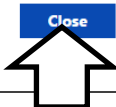
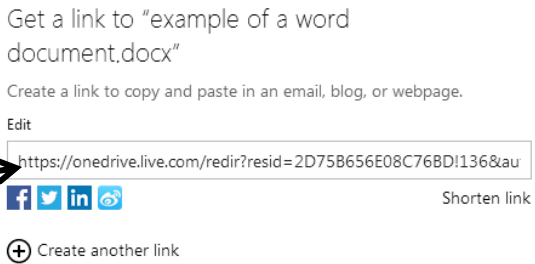
Get a link– use this option if you want to share using another email account (such as Yahoo, Gmail, or Charter) or post other places (such as Facebook or Twitter)



Choose if you want others to alter the document



Copy and then paste into your email or elsewhere



Add comments

Word Online | OneDrive | example of a word document | Share | Dowlibrary Class | Sign out | ?

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do OPEN IN WORD

ABC Spelling New Comment Delete Previous Next Show Comments

Comments

How Cloud Computing Works

When talking about a cloud computing system, it's helpful to divide it into two sections: the front end and the back end. They connect to each other through a [network](#), usually the [Internet](#). The front end is the side the computer user, or client, sees. The back end is the "cloud" section of the system.

The front end includes the client's [computer](#) (or computer network) and the application required to access the cloud computing system. Not all cloud computing systems have the same user interface. Services like Web-based [e-mail](#) programs leverage Web browsers like Internet Explorer or [Firefox](#). Other systems have unique applications that provide network access to cloud services.

On the back end of the system are the various computers, servers and data storage systems that process data. In theory, a cloud computing system could include practically any computer program you can use, from processing to video games. Usually, each application will have its own dedicated [server](#).

1 PAGE ABOUT 396 WORDS ENGLISH (U.S.) SAVED TO ONEDRIVE

Comments

New Comment

Dowlibrary Class

This is a comment

Post

IMPROVE OFFICE

View comments

Word Online | OneDrive | example of a word document | Share | Dowlibrary Class | Sign out | ?

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do OPEN IN WORD

ABC Spelling New Comment Delete Previous Next Show Comments

Comments

How Cloud Computing Works

When talking about a cloud computing system, it's helpful to divide it into two sections: the front end and the back end. They connect to each other through a [network](#), usually the [Internet](#). The front end is the side the computer user, or client, sees. The back end is the "cloud" section of the system.

2 PAGES ABOUT 396 WORDS ENGLISH (U.S.) SAVED TO ONEDRIVE

Comments

New Comment

Dowlibrary Class 10:06 AM

This is a comment

Reply Mark as done Delete

Open in Word 2013

Word Online | OneDrive | example of a word document | Share | Dowlibrary Class | Sign out | ?

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW DESIGN LAYOUT Tell me what you want to do OPEN IN WORD

ABC Spelling New Comment Delete Previous Next Show Comments

Comments

How Cloud Computing Works

This is a comment

Reply Mark as done Delete

If you have Microsoft Word 2013 installed on your computer you can open the document in the program by clicking here.

Print the Document

1. Click File

2. Click Print

3. Click Icon

4. Click Print

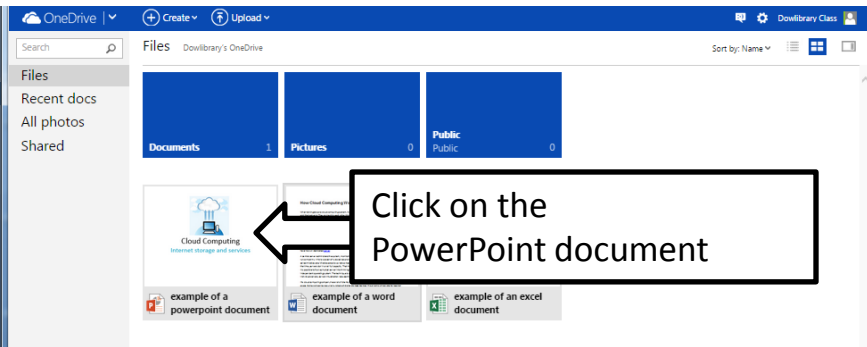
Return to your folders

To keep the document up in the background you can click in this first tab

Or to close the document click the **x** in the tab. OneDrive will save the document automatically.



Microsoft PowerPoint Online



Document Viewer – When you first open a PowerPoint document in OneDrive, you will see it in the viewer

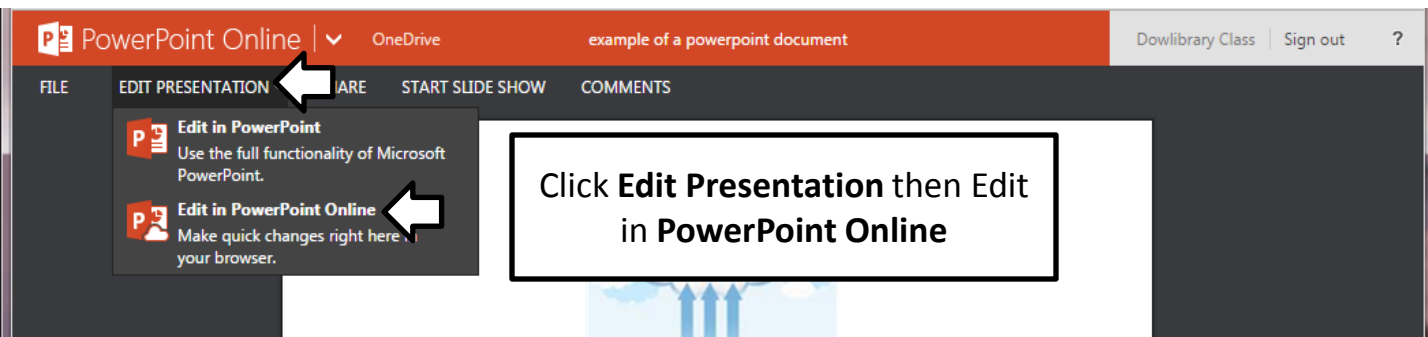


Works the same way PowerPoint does in Slide Show mode
To move to the next slide you have a couple of options:

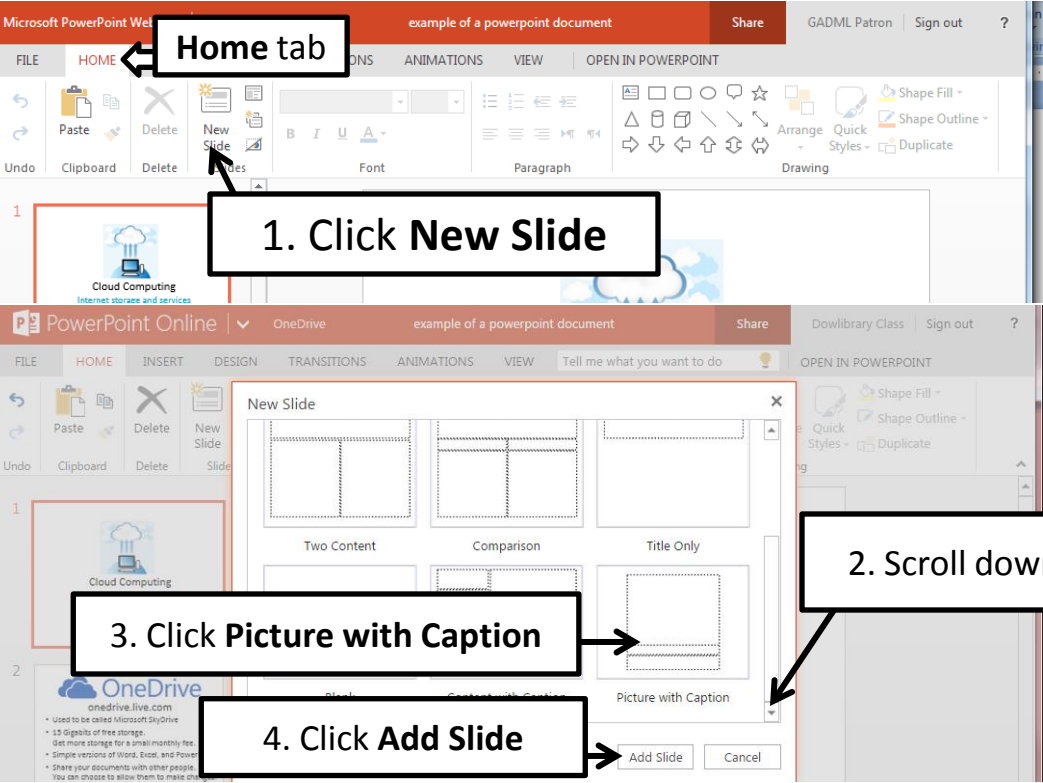
1. Click your mouse button (left click)
2. Press the space bar on your keyboard
3. Press the arrow down on your keyboard

To leave the slide show at anytime press the “**Esc**” on your keyboard or you will exit at the end of your presentation if you keep moving forward

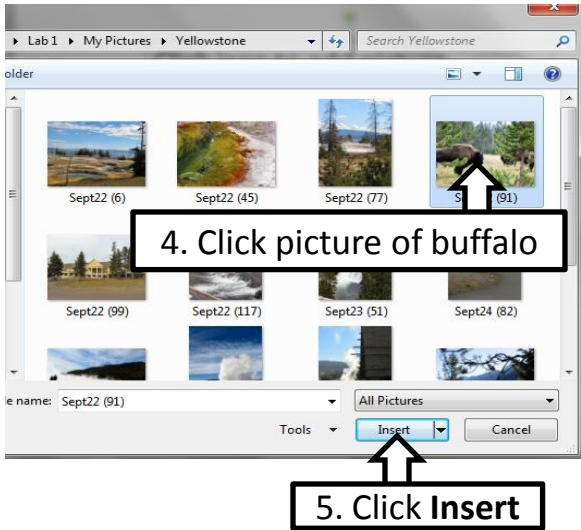
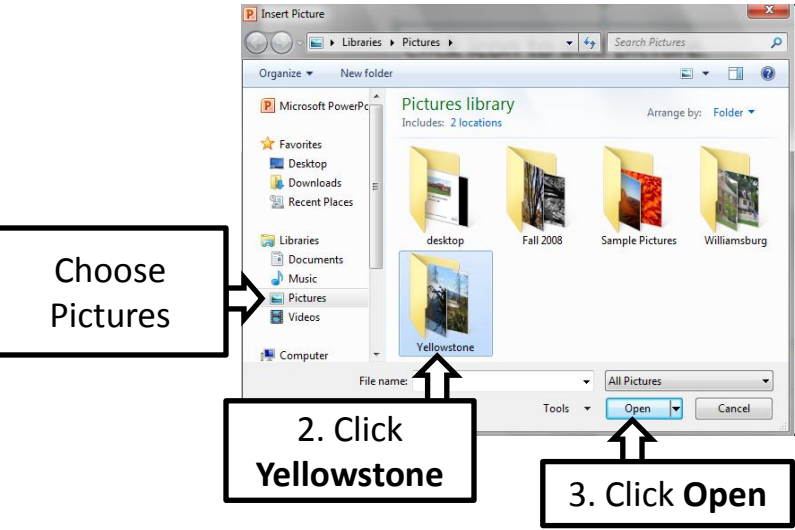
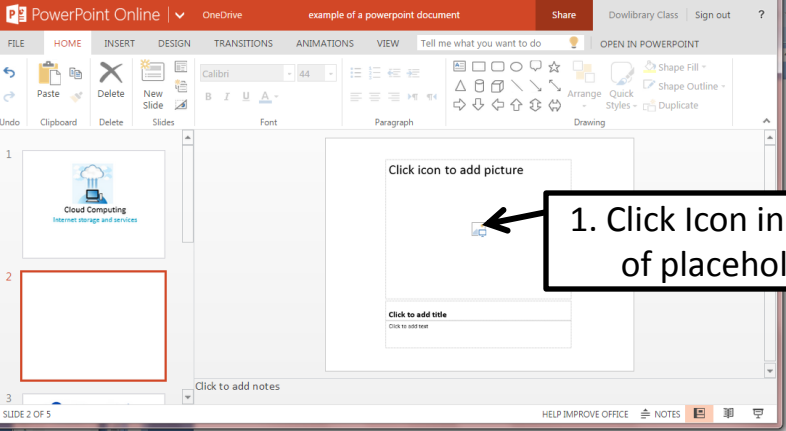
Edit the PowerPoint document



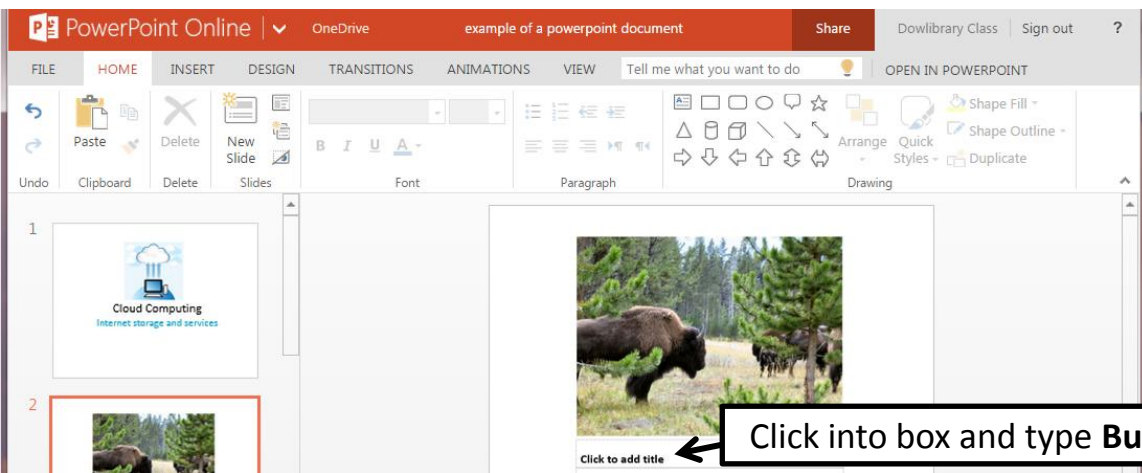
Add a Slide



Insert a picture



Add a title



PowerPoint Online | OneDrive | example of a powerpoint document | Share | Dowlibrary Class | Sign out | ?

FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | VIEW | Tell me what you want to do | OPEN IN POWERPOINT

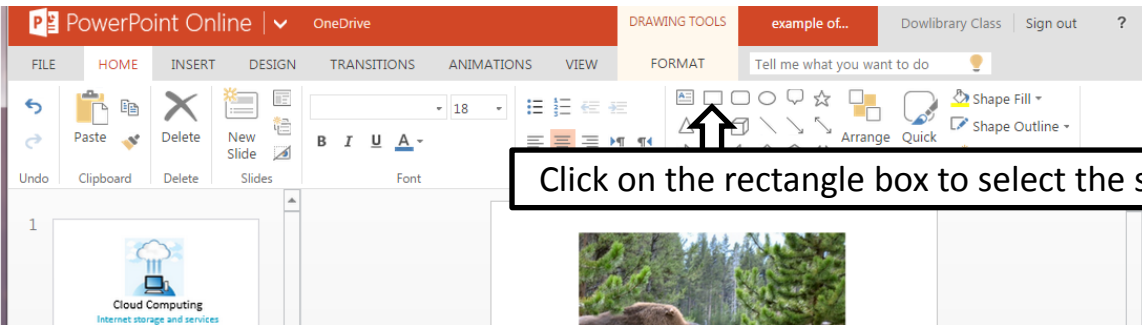
Undo | Clipboard | Delete | New Slide | Slides | Font | Paragraph | Drawing | Shape Fill | Shape Outline | Duplicate

1 | Cloud Computing | Internet storage and services

2 | [Image of a buffalo]

Click into box and type **Buffalo**

Insert a Box



PowerPoint Online | OneDrive | example of... | Dowlibrary Class | Sign out | ?

FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | VIEW | DRAWING TOOLS | FORMAT | Tell me what you want to do

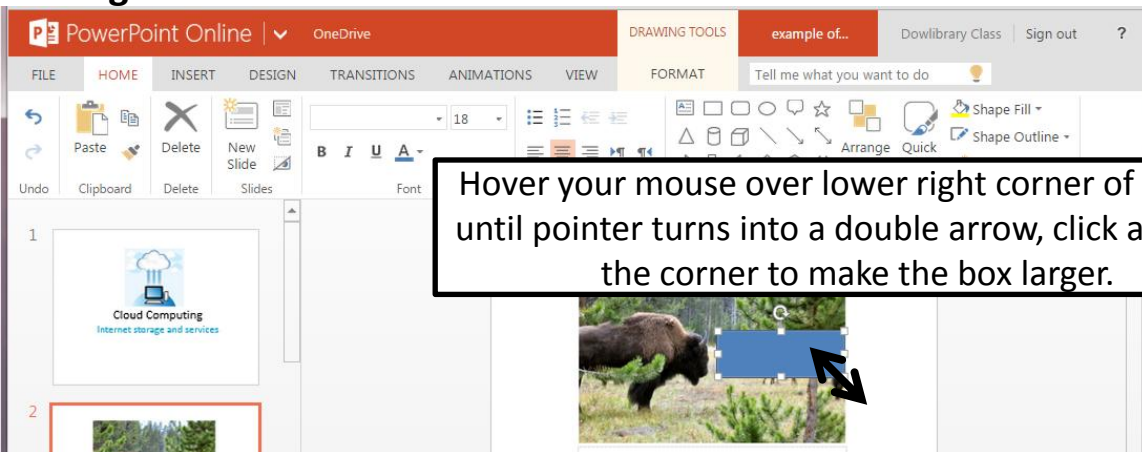
Undo | Clipboard | Delete | New Slide | Slides | Font | Paragraph | Drawing | Shape Fill | Shape Outline

1 | Cloud Computing | Internet storage and services

2 | [Image of a buffalo]

Click on the rectangle box to select the shape.

Enlarge Box



PowerPoint Online | OneDrive | example of... | Dowlibrary Class | Sign out | ?

FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | VIEW | DRAWING TOOLS | FORMAT | Tell me what you want to do

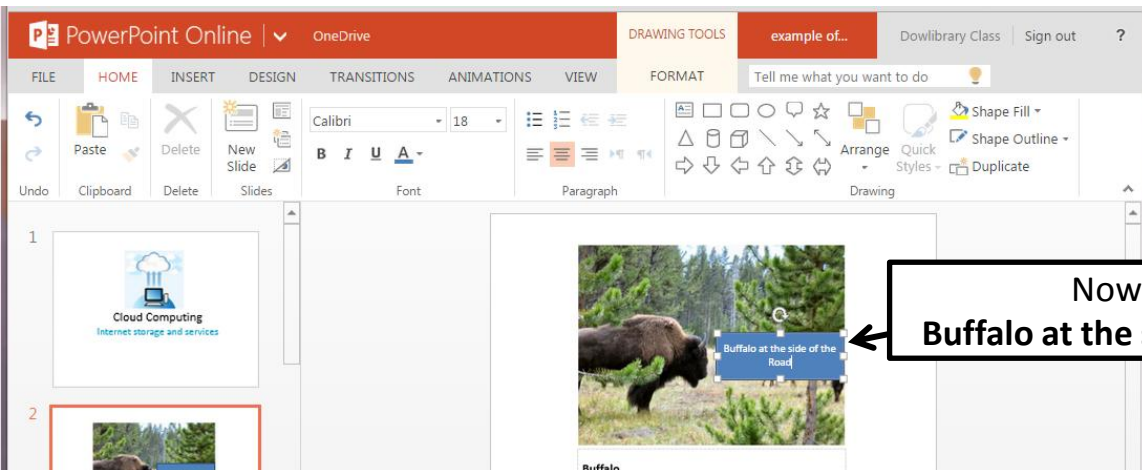
Undo | Clipboard | Delete | New Slide | Slides | Font | Paragraph | Drawing | Shape Fill | Shape Outline

1 | Cloud Computing | Internet storage and services

2 | [Image of a buffalo]

Hover your mouse over lower right corner of the box until pointer turns into a double arrow, click and drag the corner to make the box larger.

Insert text in the box



PowerPoint Online | OneDrive | example of... | Dowlibrary Class | Sign out | ?

FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | VIEW | DRAWING TOOLS | FORMAT | Tell me what you want to do

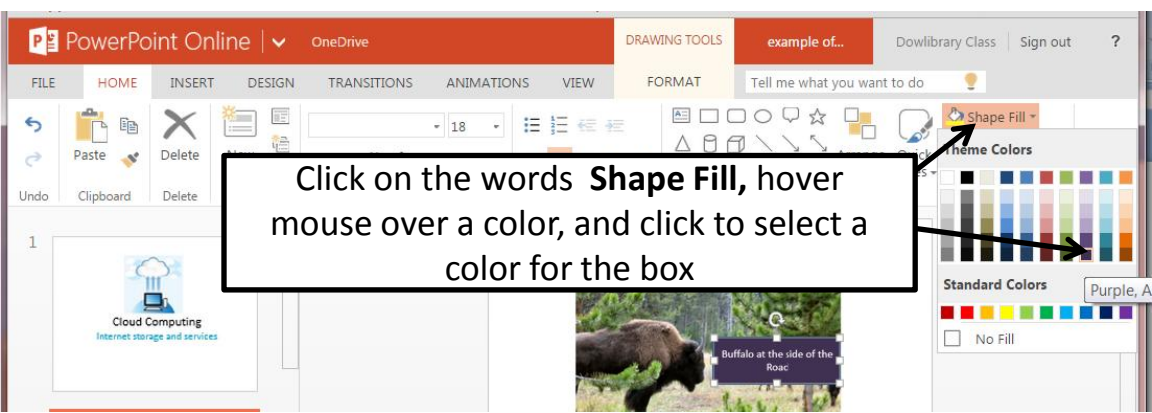
Undo | Clipboard | Delete | New Slide | Slides | Font | Paragraph | Drawing | Shape Fill | Shape Outline | Duplicate

1 | Cloud Computing | Internet storage and services

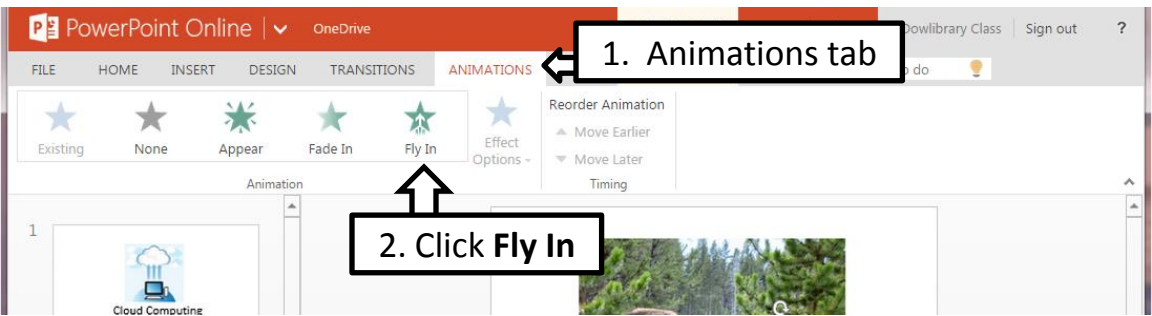
2 | [Image of a buffalo]

Now type:
Buffalo at the side of the road

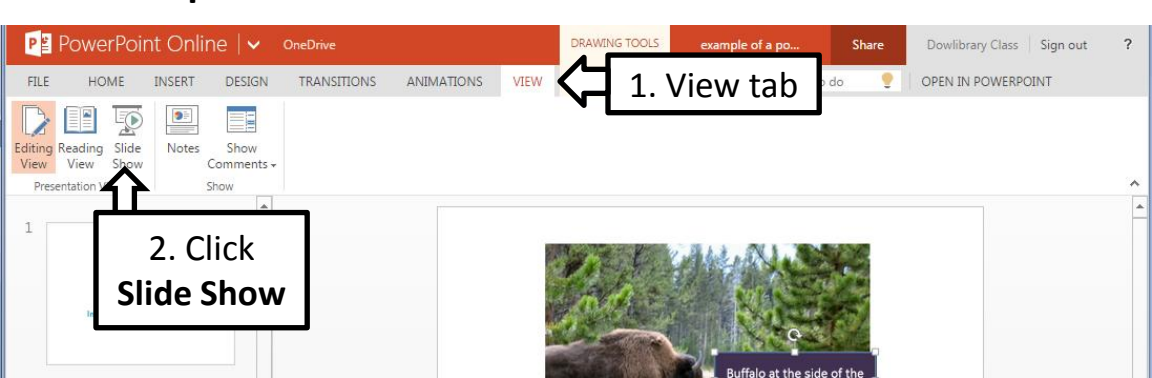
Color the Box



Animate the Box

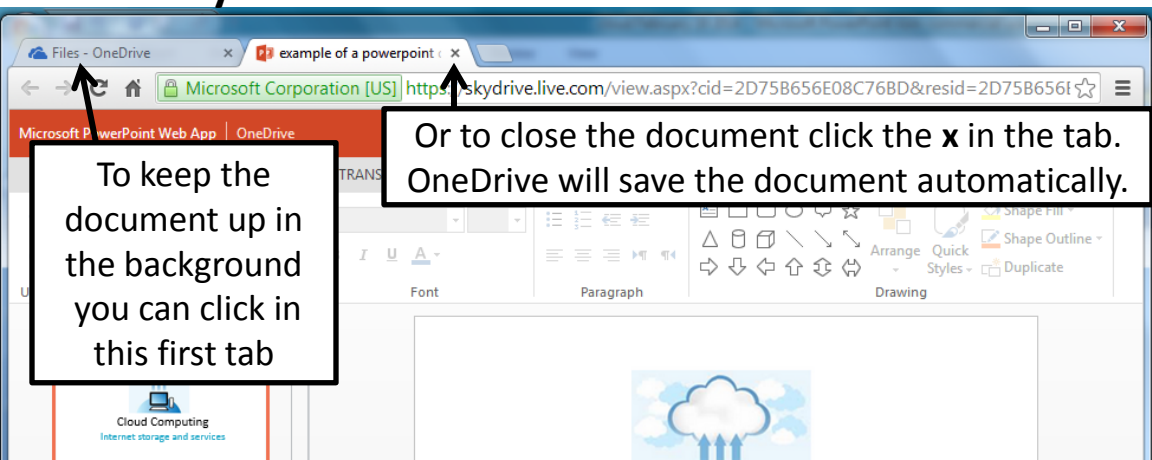


View our presentation in Slide Show



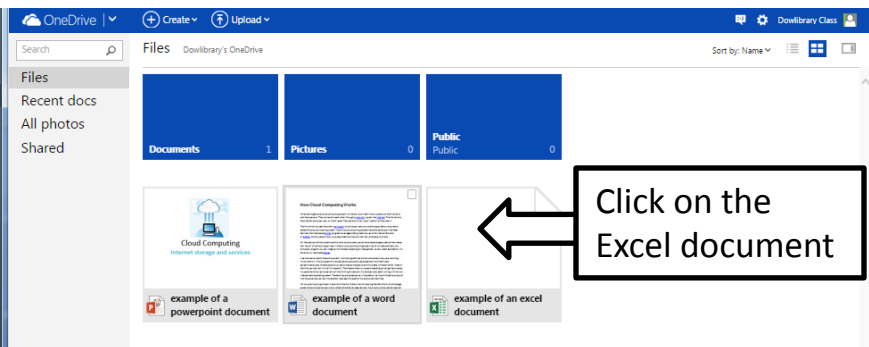
To leave the slide show at anytime press the “**Esc**” on your keyboard or you will exit at the end of your presentation if you keep moving forward

Return to your folders

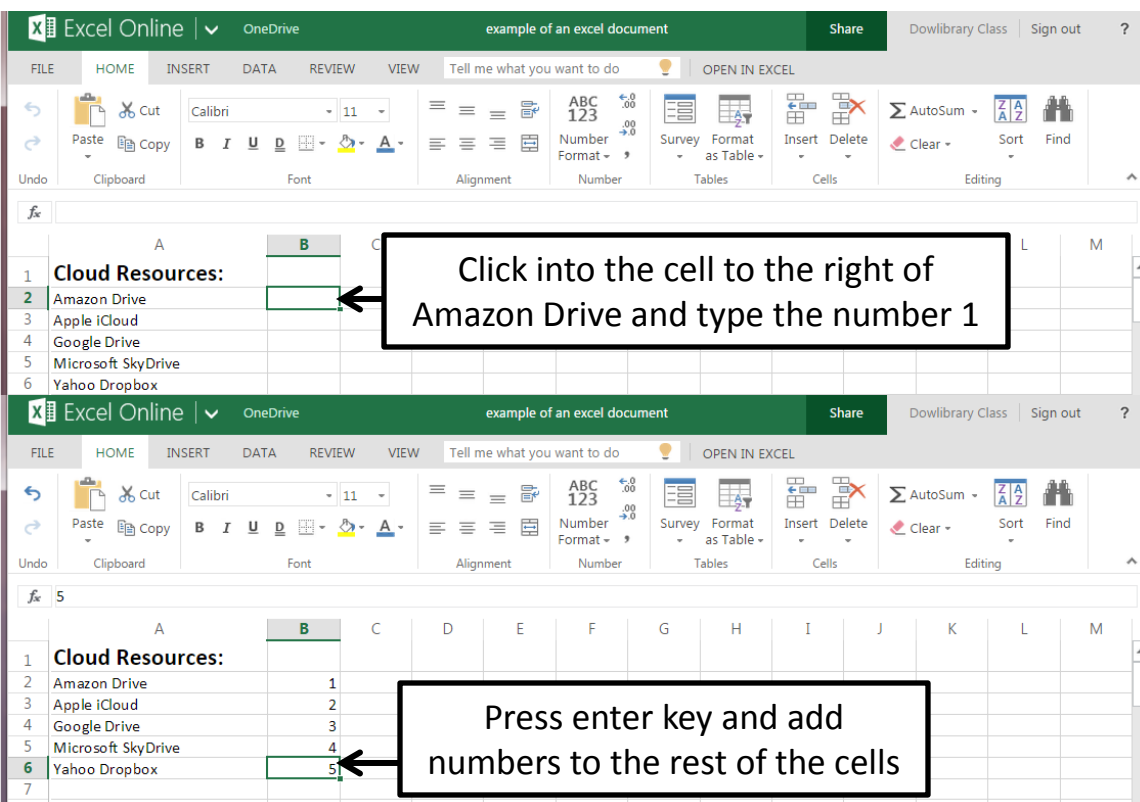




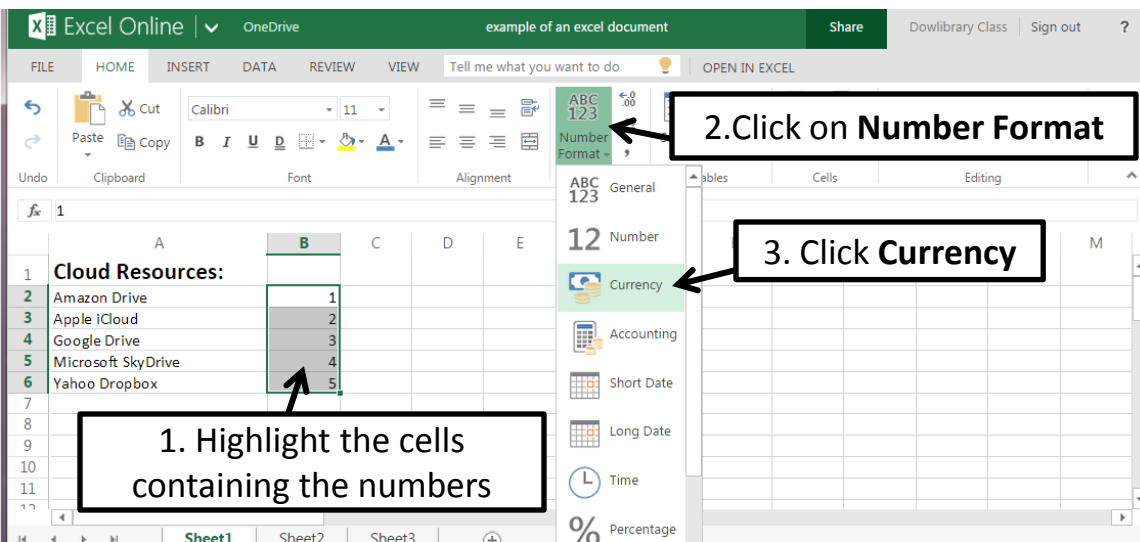
Microsoft Excel Online



Enter data



Format cells



Sort data

1. Highlight rows

2. Click Sort

3. Click Sort Descending

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Cloud Resources:												
2	Amazon Drive	\$1.00											
3	Apple iCloud	\$2.00											
4	Google Drive	\$3.00											
5	Microsoft SkyDrive	\$4.00											
6	Yahoo Dropbox	\$5.00											

Auto Sum – Add the numbers

1. Click into the cell where you want the total to be located

2. Click AutoSum

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cloud Resources:													
2	Amazon Drive	\$1.00												
3	Apple iCloud	\$2.00												
4	Google Drive	\$3.00												
5	Microsoft SkyDrive	\$4.00												
6	Yahoo Dropbox	\$5.00												

3. Make sure excel has selected all the cells you want to add, then press enter button

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cloud Resources:													
2	Amazon Drive	\$1.00												
3	Apple iCloud	\$2.00												
4	Google Drive	\$3.00												
5	Microsoft SkyDrive	\$4.00												
6	Yahoo Dropbox	\$5.00												
7		=SUM(B2:B6)												

Return to your folders

To keep the document up in the background you can click in this first tab

Or to close the document click the x in the tab. OneDrive will save the document automatically.

Create a new document in OneDrive

1. Click **Create**

2. Choose the type of document

3. You can rename the new document here

The screenshot shows the OneDrive web interface. The 'Create' button is highlighted with a callout box labeled '1. Click Create'. The dropdown menu is open, showing options: Folder, Word document, Excel workbook, PowerPoint presentation, and OneNote notebook. A callout box labeled '2. Choose the type of document' points to the 'Word document' option. Another callout box labeled '3. You can rename the new document here' points to the 'Document1.docx' text in the browser tab.

Send a document in an email

1. Click **V** here

2. Click **Outlook.com**

The screenshot shows the OneDrive web interface. The 'V' icon (representing sharing options) is highlighted with a callout box labeled '1. Click V here'. The 'Outlook.com' icon is highlighted with a callout box labeled '2. Click Outlook.com'.

3. Click **New**

4. Click **Insert** in the email message

5. Click **Share from OneDrive**

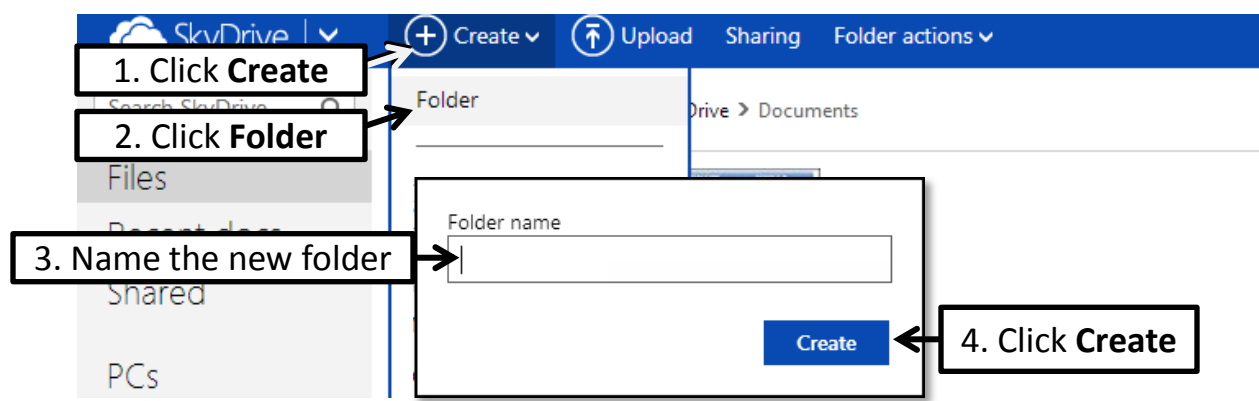
The screenshot shows the Outlook.com interface. The 'New' button is highlighted with a callout box labeled '3. Click New'. The 'Insert' dropdown menu is open, showing options: Files as attachments, Pictures inline, and Share from OneDrive. The 'Share from OneDrive' option is highlighted with a callout box labeled '5. Click Share from OneDrive'. The 'Insert' button is highlighted with a callout box labeled '4. Click Insert in the email message'.

6. Click the document you want to attach

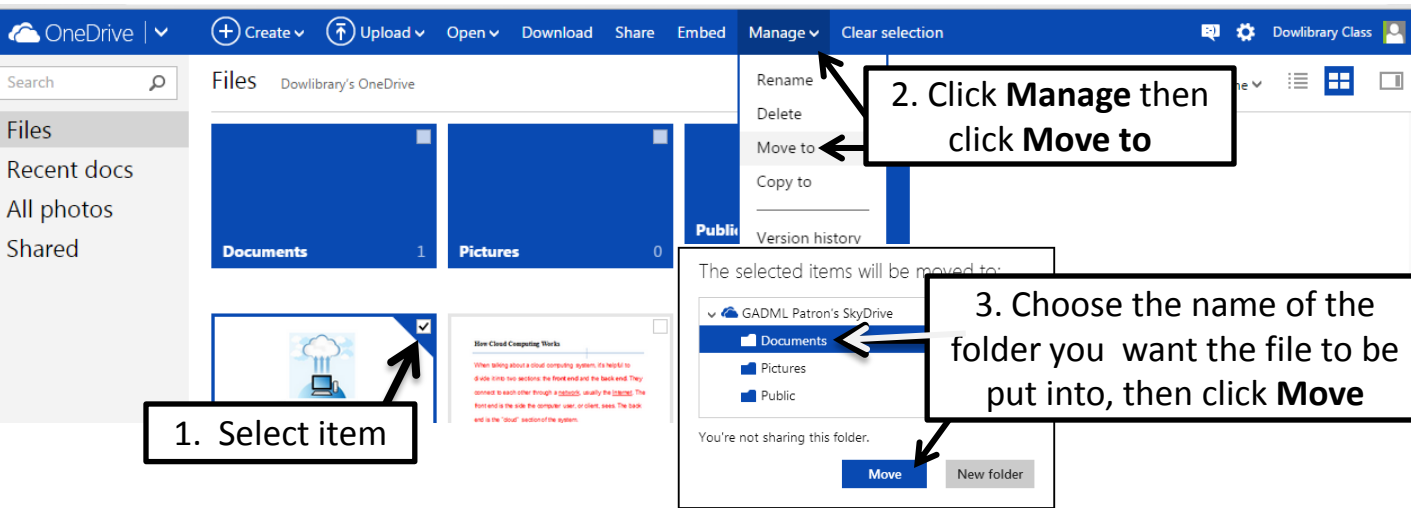
7. Click **Open**

The screenshot shows the OneDrive file selection interface. A document titled 'New Cloud Computing.docx' is highlighted with a callout box labeled '6. Click the document you want to attach'. The 'Open' button is highlighted with a callout box labeled '7. Click Open'.

Organize by creating Folders

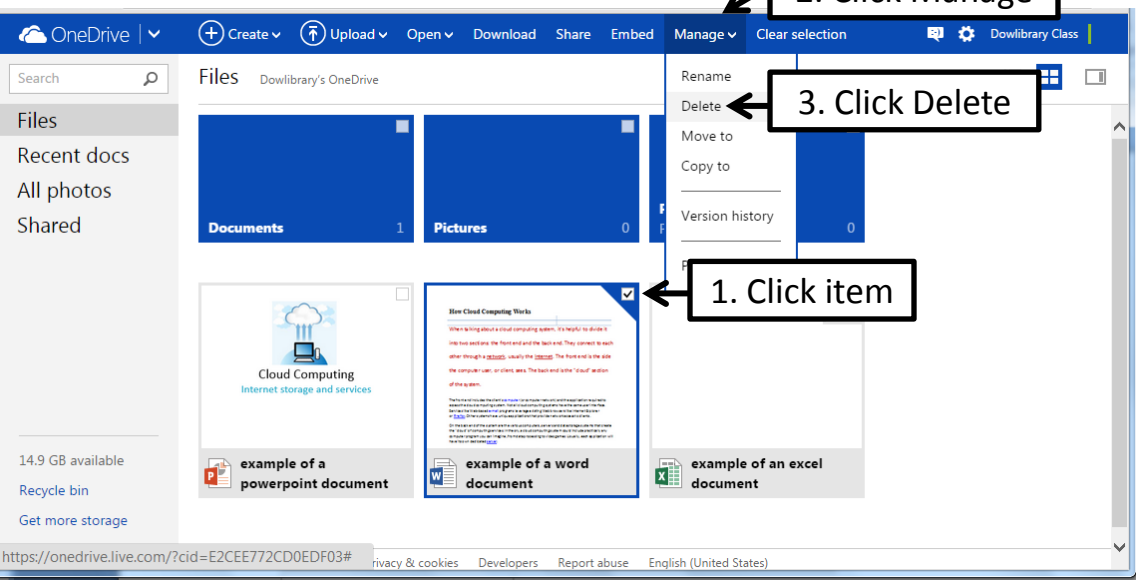


Move files to a folder – Drag and drop into the folder or:



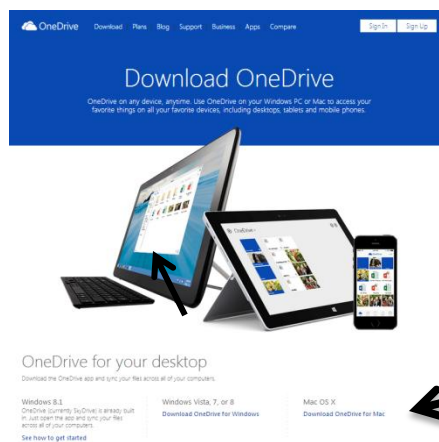
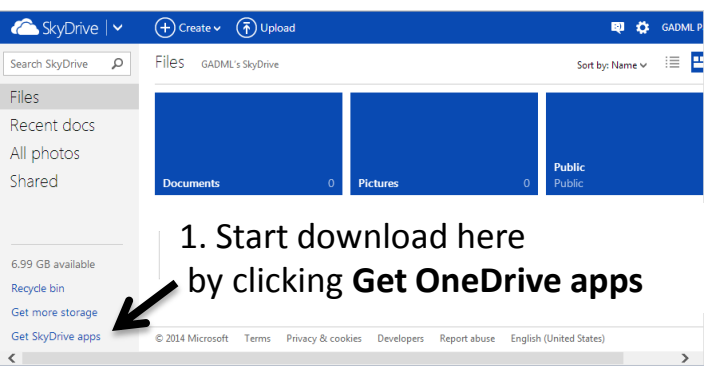
You can also drag and drop the item onto the folder

Delete Items

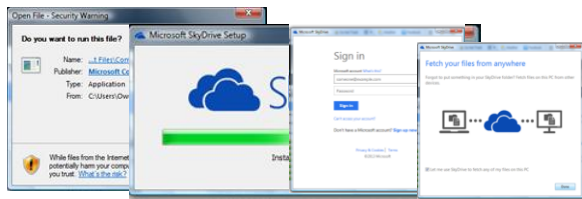


You can also select the item and press the delete button on your keyboard

Download Drive for your computer (optional)

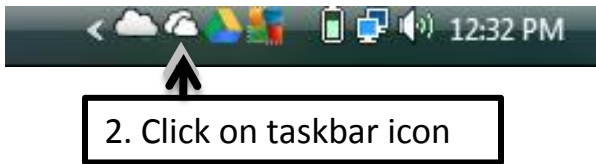
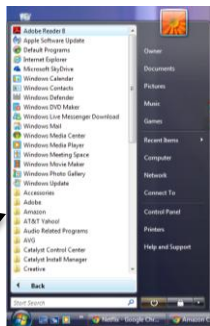


Install the program – You will be asked to log in with your Microsoft account information



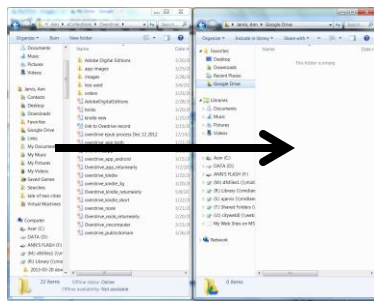
Find the drive on your computer – 2 ways to find

1. Click the Start Button, All Programs, then **Microsoft SkyDrive**

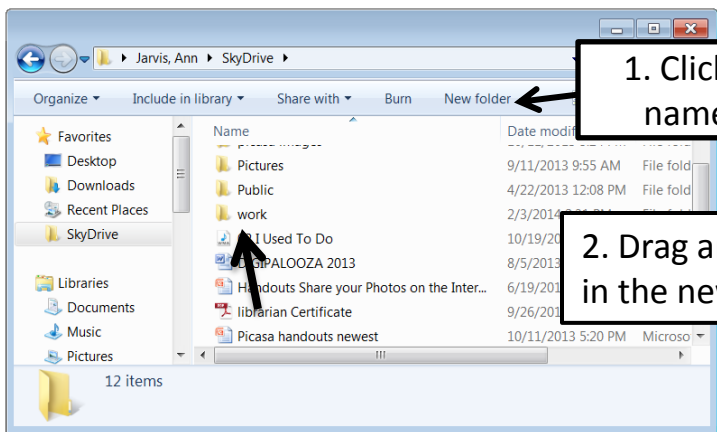


Upload items from your computer

The downloaded software shows up as a folder on your computer, anything you put into the folder will show up on the SkyDrive webpage and devices that have the SkyDrive App installed. Copy and paste from your computer folders to the SkyDrive folder.



Organize the drive On your computer by using Folders



1. Click **New Folder** and name the new folder

2. Drag and Drop files in the new folder